

**1. Name : Khushi Raj**

**2. Contact Details: +917903013672.**

**3. Date of Birth: 17/09/1992**

**4. Total Years of Experience: 3 years**

**5. Address:- House no- 701 , Subhash Chandra marg , Near unitech cyber park, Gurgaon**

**6. E-mail:** [**khushimail1718@gmail.com**](mailto:khushimail1718@gmail.com)

**7.Job Objective:**

**To work for fast-paced professional organization that provides opportunities for the personal value addition and offers challenges for the success of self and the organization. Passion for the work, I take zeal to learn along with the ability to manage stress and time, effectively**.

**8. Education: MHA**

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| **S. No.** | **Degree Obtained** | **Institution** | **Dates** | **Marks** |
| **1** | Persuing PHD in Hospital Administration | ICRI Delhi | 2017 |  |
| 2 | Master of Hospital Administration | NSHM Durgapur | 2013-2015 | 7.78 |
| 3 | Bachelor of Hospital Management | NSHM Durgapur | 2010-2013 | 7.35 |

**9. Professional Certifications: Internal Auditor (NABH)**

**10. Other Training: Management Trainee, Saket City, Hospital, New Delhi on Medical documentation audit.**

**11.Employment Record:**

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| **From/To** | December 2015 – Till Date |
| **Employer** | CYGNUS HEALTHCARE ( BrahmshaktiSanjivani Super Specialty Hospital ) |
| **Position held** | Quality Manager |
| **Key Duties Assigned:** | 1. Ensuring good quality non-clinical services like infection prevention, security, diet etc.;   * 2. Ensuring clean surroundings, OPD Areas, Wards, Labour Room, OT and Patient amenities and outsourced services; * 3. Periodical assessment of hospitals on quality check list and arrive at a score for the facility; * 4. Identification of gaps, develop action plan under the guidance of in- charge of the hospital and monitor compliance; * 5. Medical documentation audit * 6. Maintaining Indicators as per NABH norms. * 7. Conducts committees meetings periodically. * 8. Making policy and manuals. * 9. Committee Meetings |
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**Employment Previous Record if any:**

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| **From/To** | February 2015- November 2015 |
| **Employer** | Pushpanjali Crosslay Hospital, Ghaziabad |
| **Position held** | Quality Executive |
| **Key Duties:** | * Undertakes quality initiatives, audits, risk management as due in conjunction with the Quality and Patient Safety Manager. * Devising and establishing a company's quality procedures, standards and specifications; * Reviewing customer requirements and making sure they are met; * Working with purchasing staff to establish quality requirements from external suppliers; * Setting standards for quality as well as health and safety; * Making sure that manufacturing or production processes meet international and national standards; * Looking at ways to reduce waste and increase efficiency; * Defining quality procedures in conjunction with operating staff; * Setting up and maintaining controls and documentation procedures; * Monitoring performance by gathering relevant data and producingstatistical reports; * Making suggestions for changes and improvements and how to implement them; * Using relevant quality tools and making sure managers and other staff understand how to improve the business; |

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| **From/To** | January 2013- July 2013 |
| **Employer** | Life Line Hospital & Research Centre, Barauni, Begusarai, Bihar |
| **Position held** | Hospital Manager |
| **Key Duties:** | * Responsible for curb down the deficiencies and enhance working quality of Medical Record Department. * Analyze and report the manager on turnaround time (TAT) of emergency patients and Inpatient as per NABH guidelines. * Performing the quality audit while surgeries performed by the doctors to ensure the adherence of quality procedures laid down by NABH. * Using relevant quality tools and making sure managers and other staff understand how to improve the business; * Making sure the company is working as effectively as possible to keep up with competitors. |

Signature

Khushi Raj.